

SAMPLE CONTRACT CLASS LAYOFF PLAN
Last Update: 1/2009

[Date]

MEMORANDUM

TO: Nancy Berggren, Chief Operating Officer
Department of Administrative Services –
Human Resources Enterprise

FR: xxxx xxxxxxxxxx, Director
Department of XYZ

RE: Proposed Layoff

Due to _____, it will be necessary to institute a layoff in the Department of
_____. In accordance with administrative rule 11 IAC 60.3, your approval of the
following plan is requested:

Effective Date:

Organizational Unit:

Job Classification(s):

Number of Employees to be Laid Off:

Affected Employees:

Date of Meeting with the Union:

Please call me at _____ if you have any questions.